

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 200
Subsection: Funeral Leave

Revised February 05

Reference: IDAPA 240.03

Purpose:

In accordance with the Idaho Division of Human Resources rule to allow the use of sick leave for funerals or periods of bereavement.

Policy:

The use of sick leave is permitted in the event of a death in the immediate family or of a close relative. Personal leave or vacation leave must be utilized to attend funerals of non-family members.

For purposes of using sick leave for funeral leave, "immediate family" is defined as: employee's spouse, parent, step-parent, guardian, brother, sister, mother-in-law, father-in-law, child, stepchild or foster child. "Close relative" means the employee's grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin or grandchild.

Procedure:

The employee completes a Request for Leave that is signed by the immediate supervisor and forwarded to administration for processing.

Revised/Approved – February 2005
Harvey W. Lyter III, Interim Superintendent